

DIRECTOR OF STUDENT SERVICES
Franklin Township Community School Corporation
Indianapolis, Indiana

Administrative position with a salary of \$90,000 and includes administrative benefits, with an initial 2-year contract. Start date is negotiable

Job Summary:

To administer and coordinate FTCSC's special education programs, both within the township, with the special education cooperative, and other agencies. This job also includes the direction and coordination of student services related to all FTCSC students.

Essential Functions:

1. Formulates policies and procedures for all aspects of the special education program, including evaluation, placement, and individually tailored educational programs.
2. Participates in the interview and selection of staff.
3. Collaborates with building principals to evaluate the job performance and effectiveness of teaching methods on the basis of frequent classroom visits.
4. Provides leadership and direction for FTCSC special education staff
5. Attends regular meetings with other Curriculum and Instruction team members to hear progress reports and conduct planning sessions.
6. Holds regular meetings for parents of children receiving special education, explaining programs and answering questions.
7. Works with Assistant Superintendent for Curriculum and Instruction to develop the annual budget and monitors expenditures over the school year.
8. Keeps abreast of laws and regulations affecting special education and takes advantage of available opportunities for funding and assistance.

Qualifications: The following is required:

1. Director of Special Education license
2. Experience in special education as a teacher
3. Experience as a building and/or district administrator (e.g. assistant principal, principal, assistant director, director)
4. Excellent communication skills to deal with students, parents, staff, and colleagues
5. Excellent organizational, financial, and time management skills to deal with a complex, multifaceted program.
6. Thorough knowledge of laws and regulations affecting special education.

If interested please apply online at www.ftcsc.k12.in.us